



Meeting Minutes

Morris • Sussex • Warren Workforce Investment Board

Open Meeting

Date: January 26, 2012
Location: Warren County Community College
Phillipsburg Education Center

IN ATTENDANCE:

Members

Marie Betlow (Prime Time Personnel), Anne Marie Brown (Sodexo), Tammy Case (Valley National Bank), Mary Emilius (United Way of Northern New Jersey), Ann Marie Flake (Saint Clare's Health System), Robert Goltz (Warren County Regional Chamber of Commerce), David Hollowell (D & D Associates, **WIB Chair**), Karen Kubert (Warren County Department of Human Services), Terry Newhard (NORWESCAP), Carol Novrit (Sussex County Division of Social Services and Sussex County Skylands Ride), Frank Pinto (Morris County Department of Human Services), Bill Weightman (NJ Department of Labor/Workforce Development).

Guests

Eve Azar (Warren County Community College), Ray Gara (Warren County Technical School), John Ehret (NJ Department of Labor/Workforce Development), Maureen DiFonzo (Dover Business College), Pat Green (Project Self-Sufficiency), Sean Hendricks (NJ Department of Labor/Workforce Development), Ken Nerbak, Terry Schweon (Morris County School of Technology).

Staff

Jack Patten (**WIB Director**), Sallie Sullivan (Secretary to the Director).

ABSENT:

Members

William Austin, Louis Baram Jr., Paul Boudreau, Olga Burns, George Chando, James Dufford, Kenneth Edwards, David File, David Fiore, Robert Glowacky, Carol Hults, George Krevet, Rosalie Lamonte, Anthony Macerino, Paul Mazur, Don Meng, Scott Moffitt, Kevin O'Donnell, Robert Peabody, Maggie Peters, Ed Rebholz, Richard Ricca, Peter Rizzo, Kathleen Serafino, Steve Sitek, Mary Tucker, Erika Wilson, Ed Yaw.

WIB Chair David Hollowell opened the meeting at 9:10 a.m. He read the Public Meeting Notice and welcomed new WIB member Frank Pinto, Director of the Morris County Department of Human Services. In his capacity as Director of Human Services he oversees 700 employees and is responsible for: Behavioral Health & Youth Services, Morris View Healthcare Center, the Office of Temporary Assistance, the Workforce Investment Board, Employment & Training Services, the

Juvenile Detention Center and Youth Shelter and the Offices of Aging, Disabilities & Veterans, which includes the senior Nutrition program.

Chair Hollowell said WIB members previously approved the September 29, 2011 Open Meeting minutes, which were sent to them for review on November 30, 2011.

Committee Reports

Executive Committee

Reported by David Hollowell, WIB Chair

Chair David Hollowell reported that, when the Executive Committee met on January 12, they discussed WIB Officer elections, proposed bylaw changes, the Open Meeting format and WIB Certification.

He said Jack would provide complete details on each of these issues during the Director's report.

Disability Committee

Reported by Ann Marie Flake, Committee Chair

Last Meeting: January 4, 2012

Committee Chair Ann Marie Flake reported on the following activities of the Disability Committee:

Division of Vocational Rehabilitation Services (DVRS) Update

- 25 new DVRS Counselors have been hired and assigned to offices throughout New Jersey.
- The Morristown DVRS office has a new Vocational Rehabilitation Services Counselor, Michael Hessler. DVRS Manager and WIB Member Scott McGill and Michael will attend the next WIB Disability Committee meeting.
- DVRS promoted two additional Chiefs to oversee the local field office.

Americans with Disabilities Act (ADA) Coordinator Report

- **White House Monthly Disability Calls** deal with disabilities and disability issues, and are open to everyone; however, they are off-the-record and not for press purposes. More information can be found on these calls at www.disability.gov.
- **January 2012 Health Observances** include: National Glaucoma Awareness, Thyroid Awareness, Cervical Health Awareness, and National Birth Defects Prevention.
- **Free Disability Webinars** are available on such topics as: Current Events in Accommodation, Best Practices, and Understanding and Accommodating Mobility Impairment in the Workplace. Registration information can be found at www.adacourse.org.

Agency Updates

Agency updates included the following:

- *Employment Horizons* – New staff has been added and the kitchen is now serving meals three days per week. They are a member of the Parsippany Area Chamber of Commerce, which has a workforce development committee offering free workshops on various employment topics such as networking skills, communication skills and social media, and has an annual job fair in April.
- *Saint Clare's Health System* – Saint Clare's Behavioral Health Center moved from Cedar Knolls to 2 Sylvan Way in Parsippany. The main phone number is (973) 298-8600.

- *Morris Hills Regional District* – Visits for multiply-disabled students are being conducted with employers and service providers to orient the students to opportunities in preparation for post-graduate employment.
- *Mental Health Association of Morris County* – Life coaches from the disability community are being provided to act as mentors, assisting in client transition to independent living. Residential placements of discharged hospitalized clients into subsidized housing have been very successful.
- *Morris County Office of the Disabled* - Christina Brino requested that Committee members notify her of events for persons with disabilities.
- *Arc of NJ/Project HIRE* - Phil Hutchins, a person with a disability, is available for motivational speeches. His presentation provides real-life, real-time strategies for coping with disabilities and succeeding in the workplace and the community.
- *People Helping People* – People Helping People has been designated as an SSI advocate and has applied for a contract to provide specialized services for clients with suspended driver's licenses. The ongoing difficulty in attempting to place ex-offenders into employment was stressed.
- *DAWN Center for Independent Living* – The new office in Hackettstown has recently added adaptive equipment for the blind and visually impaired to the resource room. DAWN has also received approval from DVRS for school-based programs.

Disability Employment Statistics

Disability employment statistics, as of November 2011, were as follows:

- Labor Force participation for people with disabilities - 20.8%
- Labor Force participation for people without disabilities - 69.5%
- The unemployment rate for people with disabilities - 13%
- The unemployment rate for people without disabilities - 8%

Improving Job Opportunities for Americans with Disabilities

The US Department of Labor is proposing a new rule with certain requirements of federal contractors and subcontractors, including setting the following hiring goal: 7% of their workforce should be people with disabilities.

Literacy Committee

Reported by David Hollowell, Committee Chair

Last Meeting: January 18, 2012

Committee Chair David Hollowell reported that three main areas were discussed by the Literacy Committee on January 18:

Learning Link Report

Enrollment and customer progress at the Learning Links is on or ahead of schedule. Learning Links now serve more Personal Computer Basics students than Adult Basic Education, English-as-a-Second Language, or GED students. After learning that ten Phillipsburg Learning Link students have received their GED's this program year, the Committee hailed this outstanding achievement and offered congratulations to the Phillipsburg Learning Link teacher, Andrea Argila.

The Committee heard the story of a single mother of three with family and financial challenges (disabled child, unemployed, and no family in the area). After starting at the Phillipsburg Learning Link with a 6th grade math level and 9th grade reading level, she successfully completed the Learning Link program with a 9th grade math level and 12th grade reading level. Once she attained her GED, she was accepted into the Certified Nursing Assistant training program at Warren County Community College, which will enable her to become more employable.

WIA Title II Report

The Morris-Sussex-Warren Literacy Consortium (which consists of Morris County School of Technology, Sussex County Community College and Warren County Technical School) has served:

- 102 Adult Basic Education students,
- 21 Adult Secondary Education students, and
- 606 ESL students.

Retention of GED students, which has always been a problem, has gotten worse. It is now common for GED students to leave the program after attending only assessment/orientation sessions, or after just a few classes. The Committee offered suggestions, but agreed that no one strategy will completely solve the problem, and that inconsistent attendance is likely to remain a challenge for the foreseeable future. Chair Hollowell welcomed any ideas that WIB members might have regarding the problem with GED student retention, asking that members funnel them through him, Jack Patten or Sallie Sullivan.

The Morris County School of Technology can no longer offer daytime classes at Headquarters Plaza in Morristown. County College of Morris was renting the facility and allowing the Technology School to hold classes there; however, the College is no longer renting that space.

Learning Link Funding

Jack reported that the US Department of Labor has issued applications for Workforce Innovative Fund Grants. The Fund will invest in strategies that:

- Deliver services more efficiently and achieve better outcomes;
- Support both system reforms and innovations;
- Insure that education, employment, and training services are developed in partnership with specific employers or industry sectors; and
- Emphasize building knowledge about effective practices through rigorous evaluation.

Jack asked Committee members for ideas on how grant specifications and activities could be applied to the Learning Links. He expects that both the New Jersey Department of Labor and Workforce Development and North Jersey Partners will submit separate grants. Jack reiterated that this is an excellent opportunity to streamline literacy instruction, procedures and delivery, and that he hopes that Learning Link challenges are addressed in one of the grant applications.

One-Stop Career Center Committee

Reported by Marie Betlow, Committee Chair

Last Meeting: August 2, 2011

The Committee's November 1 meeting was cancelled due to the fall snowstorm. However, Committee Chair Betlow reported that there have been developments on two major One-Stop initiatives since the last meeting. They are:

WIB Innovations

The WIB is a member of the North Jersey Partners, a consortium of six northern New Jersey WIBs whose goal is to optimize the regional labor market. The partners will apply for a US Department of Labor Workforce Innovations grant to develop innovative solutions for workforce development challenges. The Partners will propose waiving Workforce Investment Act program eligibility documentation for 16-24 year-old youth. This waiver should increase participation in youth programs by approximately 25%.

Talent Networks

The NJ Department of Labor and Workforce Development, in partnership with New Jersey WIBs, has established six "Talent Networks". The MSW WIB is active in the Advanced Manufacturing, Bio Life Pharmaceutical and Healthcare networks and maintains an advisory role in the Financial Services and Transportation networks.

The goals of the networks are:

- To bridge any gaps between industry employer needs and the education and training of current and future employees,
- To increase awareness about occupations, and
- To provide better networking opportunities for individuals interested in working in the industry and employers who want to hire new employees.

The WIB expects the networks to develop state-of-the-art curricula, for that will expand the range and quality of training and subsequent employment for One-Stop Career customers.

Oversight Committee

Reported by Committee Member David Hollowell

Each month, the Oversight Committee electronically reviews WIB funding, budget, monitoring and performance reports, as well as responses to corrective action reports from service providers. Overall, the information reviewed by the Committee indicates satisfactory progress towards WIB goals.

On another note, the Committee lost two members and is eager to find WIB business members to replace them. Jack asked that any WIB business member interested in serving on the Oversight Committee contact him.

Youth Investment Council

Reported by Council Chair Karen Kubert

Last Meeting: October 25, 2011

Council Chair Karen Kubert reported on the Youth Investment Council:

2010 Youth Program Review

At the meeting, Jack Patten reported on a New Jersey Department of Labor/Workforce Development (LWD) Monitoring and Compliance Unit Program Year 2010 Youth Program Review. Jack said the review stated that the YIC has met all membership requirements and that the YIC's semi-annual meeting schedule is acceptable to LWD.

The report recommended that youth providers use the newer version of the TABE test, since the older one is no longer supported by McGraw-Hill. Other recommendations addressed provider storage of participant records and certificate of occupancy display. These recommendations were discussed with youth providers and implemented effective July 2011.

Out-of-School Youth Services in Sussex County

An increase in PY 2011 youth funding led the WIB to issue a Request for Proposals for Out-of-School Youth in Sussex County. Jack noted that the Workforce Investment Act requires that a minimum of 30% of WIA youth funding must be used for out-of-school youth. Our WIB uses approximately 80% of youth funding for out-of-school youth, and would use 100% if it could.

There was one response to the Sussex County Request for Proposal from Project Self-Sufficiency in Newton, and Employment & Training Services staff was in discussions with them regarding program requirements and outcomes.

Youth Conference

In November, the US Department of Labor, Employment and Training Administration, and the American Society for Training and Development hosted a youth conference for 18-24 year old youth in Boston. The conference, called ***Working Collaboratively to Provide Work and Learn Opportunities for Young Adults***, was designed to encourage state, local and regional teams to create and maintain partnerships that provide a continuum of workforce development, education and support services for young adults 18-24 who need occupational skills, work experience and education to connect to career opportunities. New Jersey sent a team of ten representatives from various government and community-based organizations that serve youth. Middlesex County also sent a ten-member team.

Jack mentioned that a notice arrived at the WIB office on a Youth Summit to be held March 8 at three New Jersey locations.

GED Pass Rates

Jack reported that the State of New Jersey issued a report on pass rates on the GED test in New Jersey:

- The average state pass rate for a GED testing center is 54.9%. All the GED centers in Morris, Sussex, and Warren Counties have exceeded this average significantly:
 - o 64.2% passed at Morris County School of Technology,
 - o 66.7% passed at Sussex County Community College, and
 - o 64.9% passed at Warren County Technical School.

Jack congratulated the three area testing centers on their success and expressed the WIB's wish that GED testing opportunities in Morris, Sussex and Warren Counties be increased as funding and staffing permits.

Youth Outreach Coordinator

Since the Council's last meeting on October 25, Morris-Sussex-Warren Employment & Training Services has hired a Youth Outreach Coordinator to maximize enrollment in youth programs. Meeting attendees were informed that more details would follow in the One-Stop Operator report.

Nominating Council

Reported by Committee Member Terry Newhard

The Nominating Committee Chair Bill Weightman was joined by Terry Newhard and Olga Burns.

On January 6, 2012, WIB members were notified that an election would be held and additional nominations would be accepted at the Annual Meeting. On January 17, 2012, the Nominating Committee wrote WIB members with voting instructions and instructions on additional nominations in advance of the Annual Meeting. The Committee also provided WIB members with the slate that they recommended, which was:

For Chair:	David Hollowell
For Vice Chair, business:	Steven Sitek
For Vice Chair, public:	Karen Kubert
For Secretary:	Donald Meng

No additional nominations were received prior to the Annual Meeting. After calling for any additional

nominations from the floor or conference call, and hearing none, Terry declared the nominations closed. He then noted that online votes and paper ballots had been received, and asked if there were any additional votes from WIB members attending the Open Meeting via conference call. One vote was received by conference call, from Anne Marie Brown.

Terry then called for the vote tally, and was told by WIB Director Jack Patten that the slate had been adopted unanimously. Terry congratulated the new and returning officers, and thanked them for their service to the WIB.

One-Stop Operator's Report

Olga Burns' One-Stop Operator report was read by Jack Patten:

National Emergency Grants

The Morris-Sussex-Warren area received the following two National Emergency Grants (NEGs):

Pharmaceutical - An NEG in the amount of \$334,501 was received for workers laid off within the Pharmaceutical industry. To date, 230 former pharmaceutical workers have received services through Morris-Sussex-Warren Employment & Training Services (MSW ETS). Of the 230, 112 were funded under the Pharmaceutical NEG and 118 were funded under regular WIA formula funds. Twenty dislocated workers secured employment salaries averaging 10-15% below previous wage rates. Sixteen dislocated pharmaceutical workers attended a training information session on January 25.

The NJ Department of Labor and Workforce Development will be requesting \$1.6 million in additional NEG funding from the US Department of Labor to extend grant services through December 2013. The current grant ends September 30, 2012.

Hurricane Irene - In late October 2011, the MSW area was awarded \$47,419 from the Hurricane Irene Disaster NEG by the US Department of Labor. Funds are to be utilized to provide temporary employment on projects for cleanup, demolition, repair, and reconstruction of public structures and lands, and must be fully expended by February 29, 2012. Eligible individuals for this temporary employment must meet strict eligibility requirements; they cannot be receiving any type of income support, such as unemployment benefits or welfare. MSW ETS reached out to various municipalities to determine their remediation needs. They currently have three workers at Lincoln Park, two in Denville, and are still attempting to identify potential applicants for the labor positions available in Mt. Olive.

US DOL Audit

The US Department of Labor's regional representative is currently auditing all NEG participant and contract files at the Morristown One-Stop Career Center.

One-Stop Customer Complaint Process

Olga and the One-Stop Managers recently reviewed a proposed new unified One-Stop Customer Complaint process proposed by the New Jersey Department of Labor/Workforce Development. As a result of a state monitoring, the US Department of Labor has mandated that New Jersey develop a straightforward One-Stop Career Center customer complaint process. The process would provide the customer with a common complaint form and specialist to address the complaint, regardless of the One-Stop partner involved. This new process would cover any complaints against the Job Service, Workforce Investment Act, Unemployment Insurance, Vocational Rehabilitation, Trade Act, Veterans Programs and other One-Stop services providers/partners.

Local Audit of WIA Formula and ARRA Expenditures

The Employment & Training Services Fiscal Officer is preparing for the Morris County audit. The WIA formula and ARRA expenditures for the period of January 1, 2011 through December 31, 2011 will be audited.

Director's Report

Jack Patten, WIB Director

Director Jack Patten brought attendees up to date on the latest developments:

WIB Certification

In the near future, the NJ State Employment & Training Commission (SETC) will begin to determine if New Jersey WIBs meet WIA certification criteria. The certification process will last about two years. WIB Chair David Hollowell and Jack will attend an SETC meeting on February 21 to hear a full explanation of the certification process. The principle certification criteria are:

- Meeting or exceeding WIA performance measures
- Meeting WIB board composition requirements
- Meeting WIB member meeting attendance requirements

The first two requirements are based on the Workforce Investment Act (WIA) and the third depends on the WIB bylaws.

Consequently, at the WIB Executive Committee meeting on January 12, Jack presented proposed bylaw revisions that will facilitate member attendance and update the bylaws to include WIA references and requirements. The proposed changes also include the elimination of the WIB Secretary/Treasurer position from the WIB officer roster, because, at least since the inception of WIA, there have been no duties for this position. Don Meng graciously agreed to accept nomination for and act as Secretary/Treasurer until such time as the position is eliminated, if the proposed bylaw changes are ratified by WIB members.

The Executive Committee approved the release of the proposed bylaw changes for voting by the general membership. The proposed changes will be sent out soon for review and voting on whether or not to adopt them.

Change in Open Meeting Format

To further encourage member meeting attendance, the Executive Committee also approved Jack's request for changes in the Open Meeting format. Two of these changes, telephone attendance and upgraded refreshments, started with today's Open Meeting. Also starting today, the meeting locations will rotate among the three counties, with the next meeting being held in Sussex County. Following is the new meeting format, which will begin starting with the next Open Meeting in May (*Please note: That meeting date has been changed to May 24*):

- I. The WIB Chair, WIB Committee Chairs, One-Stop Operator Olga Burns and Jack will be stationed around the meeting room with:
 - Committee mission statements
 - Most recent committee minutes
 - Other committee and WIB related reports and documents
 - WIB Director and One-Stop Operator reports (Jack and Olga)

Members and guests can "visit" the stations to confer with the chairs and staff on committee and other WIB issues. This change will allow targeted discussion of areas of interest without individual Chair reports. It will also facilitate member engagement and accommodate a wide range of knowledge of and interest in WIB activities.

- II. The Chair will read the "sunshine statement", conduct member and guest introductions, acknowledge important visitors and call for old and new business items from members.
- III. WIB business members will lead a discussion of area labor market developments.
- IV. A content expert will present information on subjects that are interesting and relevant to WIB members.
- V. Adjournment

Volunteers Needed to Represent WIB at HSAC Meetings

Finally, on January 24, Jack e-mailed members asking for volunteers to represent the WIB by attending Morris and Warren County Human Services Advisory Council meetings. Jim Dufford of Tri-County Credit Union immediately volunteered for Warren County, and Jack thanked Jim for that. A representative is still needed for Morris County.

Old Business

David Hollowell, WIB Chair

None

New Business

David Hollowell, WIB Chair

Eve Azar, Vice President of Corporate and Community Education for Warren County Community College and the host for the day's Open Meeting, announced that she would be pleased to give a tour of the facility's Small Business Growth Center (SBGC) business incubator after the meeting was adjourned. She passed out brochures about the SBGC and mentioned that a one-year membership with the Warren County Regional Chamber of Commerce was included in the cost. There are eleven classrooms in the college portion of the building, with a double room for the medical assisting program. They also have a full-time ESL program, general education courses, and credit classes evening and day.

Carol Novrit reported via conference call on a major change in train services in Sussex County. The new names for the services of Skylands Ride are *Skylands Connect* (the loop service) and *Skylands Request* (the demand response service). Details can be found on page 2 of the [January 2012 issue of WIB Word](#).

Terry Newhard reported that NORWESCAP is working on the low income survey that they conduct every five years. He expects to have good information on the people the WIB services in May or September.

Bill Weightman reported that a Veterans job fair would be held in Franklin on February 14, and a general job fair would be held in April. Bill also commented that they were able to use three externs from Project Self-Sufficiency's program, and gave them high grades.

Mary Emilius, Area Director of United Way of Northern New Jersey (UWNNJ), said the Sussex County Chamber of Commerce and Economic Development department received a grant for a study of the tourism industry, showing how much money is brought into the county by tourism.

Karen Kubert reported that Warren County Freeholder Jason Sarnoski is continuing to work with the County's new economic development advisory council to see what Warren County can do to grow jobs and attract businesses. They have discussed the need to reach out to municipalities. Karen

said they also need to talk in the future about possibly partnering with Warren County Community College. Frank Pinto said the Morris County Economic Development Advisory Committee (MCEDAC) met with Jason last summer and told him about their experiences. He mentioned that local businesses appreciate that the MCEDAC has been asking about their experiences. He also said the Morris County Economic Development Corporation (MCEDC) has an annual "listening" event where they ask businesses what they like. The information that they gather gets reported back at a breakfast meeting with municipality officials and the businesses. Frank suggested checking out the MCEDC website (mcedc.org) to see their reports. Finally, he spoke of the importance of businesses being able to get needed permits, saying that alone can become a deciding factor as to where they will locate.

Jack mentioned that MCEDC Executive Director Rachel Feldman is being nominated to the Freeholders to become a WIB member.

The next WIB Open Meeting is scheduled for May 24, 2012. *(Please note the new date)*

The meeting was adjourned at 10:22 a.m.